



CITY OF ATLANTA BOARD OF ETHICS

Report of Gift to City of Atlanta

To be completed by any city official or employee who accepts a gift on behalf of the City of Atlanta for addition to the general fund or to the city's inventory of property. The report is due by December 31 of each year in which a gift is received on behalf of the city.

PART ONE: IDENTIFYING INFORMATION

1. Name _____
First Middle Last

2. Address _____
Street Apt.

City State Zip Code

3. Telephone Number _____
Day-time Other

4. Email Address _____

5. Please select the primary role in which you are filing this report.

- ☐ City elected official (*Go to Part Two, Question 6*)
- ☐ City employee (*Go to Part Two, Question 6*)
- ☐ Board member or hearing officer (*Go to Part Two, Question 8*)
- ☐ Neighborhood planning unit (NPU) officer (*Go to Part Two, Question 8*)

PART TWO: POSITION WITH THE CITY

6. Select the position that best describes your job with the city.

- ☐ Mayor
- ☐ Council President
- ☐ City Council Member
- ☐ Municipal or Traffic Court Judge
- ☐ Chief or Deputy Chief Operating Officer; Chief or Deputy Chief of Staff
- ☐ Commissioner, Department head, or equivalent position
- ☐ Deputy Commissioner, Deputy Department head, or equivalent position
- ☐ Other city employee

7. What is the name of your city department or agency?

(Go to Part Three, Question 9)

8. What is the name of the board, commission, or similar body on which you serve?

PART THREE: GIFT TO CITY OF ATLANTA.

Report each gift separately. If you or your agency received more than one donation on behalf of the City during the year, enter the additional gifts in the table below.

9. Describe the gift or donation. _____

10. List the full name of the organization or company donating the gift. Do not abbreviate. _____

11. List the recipient. Do not abbreviate. _____

12. What is the gift's estimated value? _____

13. When was the gift received? (mm/yyyy) _____

14. Describe the reason for the gift. List here any program, project, or event for which the donation was made. _____

Gifts or Contributions Received

Gift or Donation	Donor	Recipient	Value	Date	Reason for Gift
TOTAL					

PART FOUR: SIGNATURE.

You must sign your statement to complete it.

I affirm that I have reviewed the information contained in this report and, to the best of my knowledge, it is a true, accurate, and complete report of gifts that my agency or I received on behalf of the City of Atlanta.

Signature

Date

Filing Instructions: You may file this form by (1) delivering the information via the online form at <https://apps.atlantaga.gov/efile> or (2) mailing the original to the Ethics Office, 68 Mitchell Street, SW, Suite 3180, Atlanta, GA 30308.

For more information, write to ethicsofficer@atlantaga.gov or call (404) 330-6286.